Due to the unusual high number of days that have caused many employees to use Adverse Weather Leave (AWL) this season, below is a review regarding Adverse Weather Leave.

- How to record Adverse Weather occurrences

- How those days are processed in KHRIS

- Clearing Adverse Weather

- Reports regarding Adverse Weather Leave

- Occurrences tracked outside KHRIS

WARNING

Agencies and employees should be aware that if Adverse Weather leave is not made up at the end of 123 days and the employee has insufficient compensatory and/or annual leave to cover the WLAD hours to be made up, the system will reduce the current pay and, in the case of large amounts, potentially future pay, to recover the amount due. As Adverse Weather Leave is similar to an advance of pay, it is due immediately upon expiration if not made up, and it does not violate the FLSA to collect the full amount against an employee's pay.

How to record Adverse Weather Leave on the timesheet and in KHRIS

Two codes are used to track Adverse Weather Leave on the time sheet and in CATS:

WLAD (Weather Leave Adverse Day) – Track leave taken on a time sheet. This is used when Adverse Weather absences needs to be recorded.

WMAD (Weather Makeup Adverse Day) – Track make up hours on the time sheet. This is used when Adverse Weather is made up.

If any Adverse Weather has been coded as anything else it must be change to WLAD. This WLAD code was design to capture all the hours of Adverse Weather. It is very important to record the hours accurately and correctly in KHRIS.

How those days are processed in KHRIS

KHRIS automatically tracks and reallocates Adverse Weather Leave:
- After the 123 day expiration, Time Evaluation replaces the remaining Adverse Weather leave balance as follows:

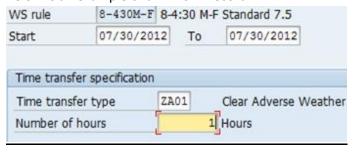| COMP	ANNUAL	LNPA
Remaining AWL is replaced with compensatory leave	Next, remaining AWL is replaced with annual leave	Remaining AWL is charged to Leave Without Pay Authorized

- Employees may review their time statements and track balances using Employee Self-Service (ESS)
- KHRIS will only track 10 occurrences; additional occurrences should be tracked by the Agency outside KHRIS.
  - An occurrence can be .25 hour or a full day. It is the amount of time for Adverse Weather recorded for a day.
- As Adverse Weather is made up using the WMAD code, the first occurrence is removed and another occurrence can be added.
- If, at any time, an employee has more than 10 occurrences then those occurrences must be tracked by the agency outside KHRIS.
- As the occurrences tracked by KHRIS have been made up, all occurrences greater than 10 and tracked outside KHRIS will have to be made up using another code (more details regarding this code will be announced later).

Clearing Adverse Weather prior to expiration

When an employee transfers to another agency or withdraws their employment, uncleared Adverse Weather Leave Hours must be recovered by the agency that granted the Adverse Weather on the employee's last pay period with the agency. If upon transfer/termination/resignation or at the employee's request, any WLAD hours not made up using WMAD hours, the Agency should manually create the **Clear Adverse Weather** record on IT2012. This will reallocate (force) the makeup from comp, annual and/or LNPA before the 123 day expiration because the employee is separating or has requested it. The agency should enter a record on IT2012 with subtype ZA01 and enter a number 1.00. The effective date of the transaction should be the last day worked in the agency or the date of the employee's request. Time evaluation will calculate the number of hours to recover. The hours will be recovered in the following order: comp leave; annual leave; remaining hours to recover will be charged to LNPA. The Start date and To date should be the same. No other records are needed using IT2013 or IT0015 to reduce hours or pay

Below is an example of an IT2012 record.

WS rule	8-430M-F	8-4:30 M-F Standard 7.5	
Start	07/30/2012	To	07/30/2012

Time transfer specification		
Time transfer type	ZA01	Clear Adverse Weather
Number of hours	1	Hours

Reports regarding Adverse Weather Leave

There are two reports that can be used to manage Adverse Weather Leave.
- PT_ERL00
  - This report can be used to determine if WMAD has caused an employee to have more than 40 hours of physical work in a week. This is a hard error and must be cleared prior to payroll.
  - This report in addition will show if an employee has more than 10 occurrences of Adverse Weather taken.
  - Below is an example of the message from the PT_ERL00 report for occurrences greater than 10. This is only a warning message and is a notification to the agency that these occurrences will have to be tracked outside KHRIS. Employees can still code WLAD after this message is received but it will be the responsibility of the agency to track those occurrences outside KHRIS.

Time Evaluation Messages Dis

MessTy	Message long text	F
Z3	More than 10 Adverse Weather Absenc	1
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Z3	More than 10 Adverse Weather Absenc	1

- ZTM01_ADVERSEWEATHER
  - This report will track any Adverse Weather within the 123 days of the key date on the report.
  - This report will show the details about the employee and the occurrence.
  - Below is an example of the report:

ADVERSE WEATHER LEAVE REPORT

Program: ZTMR002_ADVERSE_WEATHER
System: ECT   Client: 330
Date: 02/11/2014   Time: 08:28:54
Start Date: 11/16/2010

Org Unit	Name	PersNo	Adv Wth Dt	Adv Wth Hr	Adv Wth XD	Adv Wth MU	Adv MU Hrs	Balanc	Comp Lv	Ann Lv	LWOP	Message
10003472	Anthony May	00000211	09/07/2010	7.50	01/08/2011			7.50				
10003472	Berry May	00000212	09/02/2010	7.50	01/03/2011			7.50				
10003472	Angela May	00000213	09/02/2010	7.50	01/03/2011			7.50				
10003472	Buster May	00000214	09/07/2010	7.50	01/08/2011			7.50				
10003472	Berry May	00000215	09/01/2010	7.50	01/02/2011			7.50				
10003472	Brent May	00000216	09/10/2010	7.50	01/11/2011			7.50				
10003472	Charles May	00000217	09/10/2010	7.50	01/11/2011			7.50				

Occurrences tracked outside KHRIS

If an agency has an employee who has more than the 10 occurrences of WLAD another code will be used to record the make-up hours associated with those occurrences in KHRIS. This code and details on how to record it will be provided later. If the employee has not made up any occurrence that was tracked outside KHRIS, after 123 days, the agency must recover the hours recorded as WLAD. The agency must first recover the comp hours by the number of WLAD hours, if the WLAD hours are greater than the total comp hours then the agency must reduce the annual hours. These corrections to leave should be processed via IT2013 quota corrections.

If the remaining WLAD hours are greater than the employee's comp and/or annual balances then the agency will need to determine the value of those remaining WLAD hours and reduce the employees pay by creating an IT0015 using a new wage type that is to be determined. This new wage type and details on how to record and process it will be provided later.

If you have any question regarding any part of Adverse Weather please submit a business request.